



The California Department of Fish & Game Invites you to take the Open –Spot (Sacramento County) Exam for WILDLIFE FORENSIC SPECIALIST



FINAL FILING DATE: SEPTEMBER 10, 2009

(Application must be postmarked by this date)

Why not work to benefit California's environment?

Want to work with dedicated people who value and enjoy their work?

Our employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend. Join us and begin a meaningful new career.



About the State Examination & Hiring Process:

The first step in the State hiring process requires you to take a competitive examination for each separate permanent job classification. Examinations may be written, interview, or performance-based and are designed to test the knowledge and abilities required for the classification. After you take and pass a State examination, you are ranked and placed on an employment list for that classification. Once you are placed on the employment list, you can apply for job openings in that classification. For more information on the State examination and hiring process, visit our website at <http://www.dfg.ca.gov/jobs>.

Position Information

Position Description:

The Wildlife Forensic Specialist classification includes ranges comprising the **entry/trainee**, **subjourneyperson**, and full **journeyperson/leadperson** levels. Incumbents in the **entry and training level** for this class work under close supervision and perform basic and less technical laboratory analyses and assist higher-level Wildlife Forensic Specialists in the examination of evidence from crime scenes and in the scientific investigation of crimes involving wildlife. The **subjourney level** for this series, under general supervision, will perform more routine and complex technical laboratory analyses and assist higher-level Wildlife Forensic Specialists in the examination of evidence from crime scenes and in the scientific investigation of crimes involving wildlife. Under general direction, the full **journey level** of the series is assigned to the more complex forensic analyses. Incumbents may act as lead persons to coordinate the work of lower-level Wildlife Forensic Specialists. Incumbents may also be assigned to provide training, application, methodology development, and research related to the field of wildlife forensic science.

Salary Range:

Range A \$2,817 - \$3,193
Range B \$3,476 - \$4,183
Range C \$4,633 - \$5,584

Range A: This range shall apply to incumbents who do not meet the criteria for Ranges B or C.

Range B: This range applies to persons who have satisfactorily completed either:

(1) Two years of experience in the California state service performing the duties of a Wildlife Forensic Specialist, Range A **or**

(2) Four years of professional experience beyond the trainee level in a biological sciences laboratory setting performing the duties of a molecular biologist, biochemical geneticist, or a closely related position. This experience must have included at least two years as a forensic specialist having independent responsibility for issuing written reports concerning analytical findings and conclusions and testifying in court as an accepted expert witness on such findings and conclusions. (A Ph.D. in Molecular Biology, Biochemical Genetics, or a closely related field may be substituted for two years of the required general experience.) Experience in the

California state service applied toward this requirement must include at least two years performing the duties comparable to a Wildlife Forensic Specialist, Range B, and graduation from college with a bachelor's degree in one of the biological sciences, including the equivalent of eight semester hours of general chemistry, four semester hours of biochemistry, four semester hours of genetics, and three semester hours of quantitative analysis.

Range C: This range applies to persons who have satisfactorily completed either:

(1) One year of experience in the California state service performing the duties of a Wildlife Forensic Specialist, Range B. **or**

(2) Five years of professional experience beyond the trainee level in a biological sciences laboratory setting performing the duties of a molecular biologist, biochemical geneticist, or a closely related position. This experience must have included at least two years as a forensic specialist having independent responsibility for issuing written reports concerning analytical findings and conclusions and testifying in court as an accepted expert witness on such findings and conclusions. (A Ph.D. in Molecular Biology, Biochemical Genetics, or a closely related field may be substituted for two years of the required general experience.) Experience in the California state service applied toward this requirement must include at least one year performing the duties comparable to a Wildlife Forensic Specialist, Range B, and graduation from college with a bachelor's degree in one of the biological sciences, including the equivalent of eight semester hours of general chemistry, four semester hours of biochemistry, four semester hours of genetics, and three semester hours of quantitative analysis.

How to Apply for this Examination

Where to Mail: The State Examination Application (Form 678) must be POSTMARKED by the U.S. Postal Service no later than the final filing date. Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date will not be accepted. Applications may be filed in person or by mail at:

Department of Fish and Game
Attention: Exam Unit
1416 Ninth Street, Room 1217-B
Sacramento, CA 95814

How to Get an Application: Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at www.spb.ca.gov/jobs/stateapp_adobe.htm.

Accommodations for Persons with Disabilities: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

Requirements for Admittance to the Examination

Minimum Qualifications for Admittance: **Education:** Graduation from college with a Bachelor's degree in one of the biological sciences, including the equivalent of eight semester hours of general chemistry, four semester hours of biochemistry, six semester hours of organic chemistry or three semester hours of quantitative analysis; and three semester hours of genetics or molecular biology. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce proof of graduation before they are eligible for appointment.)

NOTE: YOU MUST LIST THE COMPLETED COURSE WORK IN THE FIELDS LISTED ABOVE ON YOUR APPLICATION FOR EXAMINATION OR ATTACH A SEPARATE SHEET OF PAPER. AN UNOFFICIAL COPY OF YOUR TRANSCRIPTS CAN ALSO BE SUBMITTED.

Additional Desirable Qualification:	Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles is required at time of appointment.
Special Personal Characteristics:	Willingness to travel and to work unusual hours; and patience and keenness of observation.
Make Sure you Also Meet These Conditions:	<p>All applicants must meet the education and/or experience requirements for this examination as of September 3, 2009, to take this examination.</p> <p>Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.</p>

Examination Information

Type of Examination:	This examination consists of a qualifications appraisal interview weighted 100.00% . To obtain a position on the eligible list, you must attain a minimum rating of 70.00% . COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
Interview Dates:	It is anticipated that the interviews will be held during September / October 2009.
Examination Locations:	The interview location will be Sacramento county.
Scope of Examination: (STUDY THIS to prepare for examination)	<p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Scientific methods and techniques used in examining forensic evidence from wildlife crime scenes. 2. Tests for the identification and comparison of tissue, blood, and physiological fluids. 3. Forensic DNA analytical techniques. 4. Comparative and specific morphology of hair, feathers, scales, fibers, skulls, bones, and similar materials. 5. General microscopy techniques. 6. Modern methods and techniques used for the collection of evidence in investigations of major wildlife crimes. 7. Current trends in molecular biology, general chemistry, organic chemistry, biochemistry, genetics, population genetics and statistics. 8. General vertebrate anatomy with an emphasis on mammalian structure. 9. Necropsy procedures as they relate to wounds, depredation, and other wildlife forensic situations. 10. Electrophoretic and immunodiffusion techniques as applied to wildlife forensic evidence. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Make extensive use of scientific methods and forensic techniques at the scene of a crime. 2. Make effective use of manual and/or automated DNA analytical systems. 3. Recognize the need for, develop, and evaluate new forensic test methods and procedures. 4. Analyze situations accurately and take effective action.
Veterans Preference:	<p>Veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these points.</p> <p>VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE CREDITS.</p>
Length of List Eligibility:	The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Questions?

If you have any questions concerning the Senior Toxicologist examination or the testing process, please contact Carolyn Rendón, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120. You may also visit our website at www.dfg.ca.gov.

Additional General Information

IMPORTANT: What to do if you haven't received any notifications:

For Written Examinations: If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations Without a Written Feature: If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

Remember, Examinations are Competitive

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

How Qualifications are Rated:

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Additional List Information:

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS. Directions for applying for veterans preference points are on the Veterans Preference Application form (Form 1093) which is available from the Department of Fish and Game, State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001. Miscellaneous Information:

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922

THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, RELIGION, POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, DISABILITY, OR MEDICAL CONDITION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.